



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 8/14/14

Robin Head
1828 Capitol Ave
Des Moines, IA 50316

Date Complaint Received: 8/10/14

Complaint Received By: DHS

Complaint Description: The Department received a complaint concerning an unknown provider being potentially over allowable numbers.

Rule Basis: Findings considered in accordance to Rule(s) 110.4 "No more children in care than the rules for the specific category will allow."

Findings: An unannounced spot check was conducted at an address different than the one the provider is currently registered at. (Villa Vista Drive) The provider arrived after picking up some school age children shortly after I had arrived at the residence. There were nine children currently under the care of the provider at the time of the spot check. Since the provider did not have an approved assistant or substitute present, she was over allowable numbers by one child. Provider also has some evening children she watches at her primary address. (Capitol Avenue) We conducted a lengthy policy review covering the requirement that she cannot use two addresses to provide care. Provider reported she had recently rented this home along with her adult daughter and was just considering moving her childcare to that address. (She had not reported this to the Registration Unit yet as the move was still in an experimental phase.) Upon review of policy, the provider stated she will simply continue to conduct all childcare at the primary residence on Capitol Ave unless she formally applies to change address to Villa Vista Drive with Registration Unit.

Resolution: Per observations from the spot check, evidence shows provider was out of compliance with allowable numbers of children by being over allowable numbers by one child. The Compliance Worker will conduct a re-check later this fall to ensure compliance.

In addition to the reported complaint, other compliance problems were identified during spot check as seen below. These will be addressed through a corrective action request and will be monitored through a re-check of the operation this fall.

This letter is in regards to the 8/13/14 complaint check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. (You were over the allowable number of children by one child during the spot check. You cannot have nine children for more than two hours without a DHS approved assistant.)

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. (You cannot conduct childcare in a second location from the primary address identified on the certificate and which has not been approved for the childcare operation. All childcare must be conducted at your primary location.)

110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times.

☐ 110.5(9)d Is present at all times, except if emergencies occur or an absence is planned.

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute. (You cannot leave any of the children under the care of a substitute who has not been approved by DHS. I have included a change application if you decide you want to add your adult daughter. Otherwise, she cannot be left watching the children while you are away from the home.)

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present. (See above descriptions and mandates.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before 10/2/14.**

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 10/2/14.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

C. Mark Chappelle
Social Work Supervisor
DHS, Dallas County
(515) 993-1705

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).